



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

May 8, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-71

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Memorial Day Holiday

Although Monday, May 29, 2000 is a holiday, the OSUP Help Desk staff will be working to process payroll for pay period 05/15/00 through 05/28/00 for payday 06/02/00. However, the input (on-line and interface) of payroll entries will follow the early schedule. It is mandatory that the systems be closed at **11:30 a.m.** in order to process calc and related activities. Please adhere to the following schedule for payroll processing purposes:

1. The deadline for Interface agency transactions will be 10:00 a.m., Monday, May 29, 2000.
2. The On-line Time Entry and Master Record Access systems' deadlines will be 9:00 a.m. for timekeepers and 11:30 a.m. for headquarters staff on Monday, May 29, 2000.
3. EFT (Direct Deposit) file transmission to the bank will be processed Tuesday, May 30, 2000.
4. Terminated employee checks and Client/Resident employee checks/earnings statements should be available to local agencies to pick up at OSUP by 2:00 p.m., Tuesday, May 30, 2000. Out-of-town agencies should receive these checks via United Parcel Service (UPS) before 4:00 p.m. Wednesday, May 31, 2000.
5. All checks distributed through direct mail will be mailed on Friday, June 2, 2000. Earnings statements of employees on Direct Deposit will be mailed on Wednesday, May 31, 2000, provided that there are no problems.
6. Agencies' payroll reports should be distributed on Tuesday, May 30, 2000. However, these reports will be available for viewing in BUNDL around 4:00 p.m., Monday, May 29, 2000, if there are no processing problems.
7. Agency Requested Payables will be accepted until Tuesday, May 30, 2000, **8:30 a.m.** as we usually do with Monday holidays and distributed per normal deadlines. These requests may be faxed (except for batches that include void check requests).

If you have any questions regarding the above, please call the UPS Help Desk at (225) 342-8928.

RSM:RN:kb